How It's Used	Circulation Modifiers specify how a particular item circulates.
Masked by Library System?	No
Shared?	Yes. Please use existing circ modifiers as possible but add others if you need to.
Who Can Update List	Equinox
Where List is Updated	Unknown
Where Staff Views List	Copy Editor Screen > Circulation Modifier Drop-Down
Where Patrons View	Patrons do not see circulation modifiers

ADULT BOOK
ADULT BOOK-CD
ADULT BOOK-MP3
ADULT BOOK-TAPE
ADULT DVD
ADULT LARGE PRINT BOOK
ADULT MP3
ADULT MUSIC CD
ADULT PAPERBACK
ADULT VERTICAL FILE
ADULT VIDEO
AUDIO BOOK
AV
BOOK
BOOK-AV
BOOK-AV-RS
BOOK-F
BOOK-FF
BOOKMOBILE NEW
CASSETTE
CD
CD-FORMS
CHILD BOARD BOOK
CHILD BOOK
CHILD BOOK-CD
CHILD BOOK-MP3
CHILD BOOK-TAPE
CHILD DVD
CHILD ELECTRONIC TOY
CHILD GAME
CHILD HOLIDAY BOOK
CHILD MUSIC CD
CHILD PAPERBACK
CHILD SCIENCE PROJECT BOOK
CHILD VIDEO
COMPUTER ACCESS

DISKETTE
DOCUMENT
DVD
E AUDIO
E BOOK
EQUIPMENT
FILMSTRIP
ILL
ILL-BOOK
ILL-MICROFORM
INTERNET
KINDERBOX
KIT
LEASE BOOK AUDIO
LEASE BOOK
LEASE BOOK-3WK
LEASE BOOK-CD
LEASE BOOK-TAPE
LEASE BOOK-TEEN
LEASE BOOKMOBILE BOOKS
LEASE COMPUTER BOOKS
LEASE DVD
LEASE LARGE PRINT BOOK
MAGAZINE
MAGAZINE-CIRCULATING
MAGAZINE-NONCIRCULATING
MAP
MICROFICHE
MICROFILM
MICROFORM
NEEDSFIXED
NEW BOOK
NEW LARGE PRINT BOOK
NEW-BOOK
NEWSPAPER
ONORDER
PERIODICAL
PHONODISK
PROF
PUBLIC PC
REF-BOOK
REFERENCE
REFERENCE-BDC
REFERENCE-CHILD
REFERENCE-MICROFORM
RENTAL
SC_EDOC

SC_EDOC
SERIAL
SLIDE
SOFTWARE
STATS ONLY
TEEN BOOK
TEEN BOOK-CD
TEEN BOOK-MP3
TEEN BOOK-TAPE
TEEN DVD
TEEN MUSIC CD
TEEN PAPERBACK
TEEN VIDEO
UNKNOWN
VIDEO
VIDEO-MBK
VIDEO-RES
VIDEOTAPE
WDK

How It's Used	Fines are billed to a patron account automatically. Bill Types are for everything else a patron can be billed for. Staff assign a bill type manually during a transaction.
Masked by Library System?	No
Shared?	Yes. Please use existing Bill Types as possible but add others if you need to.
Who Can Update List	Equinox
Where List is Updated	Unknown
Where Staff Views List	Patron Account > Billing Screen > Bill Patron push button > Billing Type drop-down field
Where Patrons View	Patrons do not see

Damaged material

Deposit fee

Deposit returned; fee refund

Donations-County

Fee for checking out a book

Fee for copies

Fee for disk

Fee for faxing

Fee for interlibrary loan

Fee for Internet use

Fee for laminating

Fee for library card

Fee for lost card

Fee for placing a hold

Fee for processing lost library materials

Fee for room cleaning

Fee for sending patron bills to collection agency

Friends-Donations

Friends-NonTaxable

Friends-Taxable

Information Search fee

Internet Printing

Long overdue items

Lost materials

Lost/Replacement Cassette

Lost SC LENDS materials

Miscellaneous

Miscellaneous charges

Money advanced to pay for telephone use

Overdue Reserves charges

Overdue material

Overdue Notice

Recall overdue

Returned Check

Sale items

How It's Used	Patron Types let you specify different policies--maximum fines, maximum overdues, maximum number of items checked out--for different patron groups.
Masked by Library System?	No
Shared?	No. Create your own patron types. Include an abbreviation for your library system in front of the patron type so that the list sorts by library. Ex: York Library patron types are prefaced by "YCL-"
Who Can Update List	Equinox
Where List is Updated	Unknown
Where Staff Views List	Patron Registration >Groups and Permissions Screen > Profile Group drop-down field
Where Patrons View	Patrons do not see

Patron (Note: The library
prefixes have not been added
to existing profile groups as of
9/18/2009. These are for
example purposes only.

BCL-3Wk-Adult
BCL-3Wk-Juvenile
BCL-3Wk-Juvenile-I
BCL-3Wk-Teen
BCL-3Wk-Teen-I
BCL-Employee
BCL-Internet
BCL-Needfixed
BCL-NonRes Adult
BCL-NonRes Juvenile
BCL-NonRes Juvenile-I
BCL-NonRes Teen
BCL-NonRes Teen-I
BCL-Res Adult
BCL-Res Juvenile
BCL-Res Juvenile-I
BCL-Res Teen
BCL-Res Teen-I
BCL-Volunteer
SCLENDS-BETA
SCSL-LIBRARY
SCSL-PATRON
UCL-Res Adult
UCL-Res Juvenile

Staff (Staff types determine what permissions a staff member has within Evergreen. The SC LENDS types adhere to the permissions levels voted on by the Advisory Committee.)

SIP
  SIP Users
Catalogers
  Cat1 SC LENDS
  Cat2 SC LENDS
  Cat3 SC LENDS
Circulators
  Branch Manager (Don't use)
  Circ1 SCLENDS
  Circ2 SCLENDS
  ILL (Coming Soon)
Supervisor (Not used)
SIP Profile SC LENDS

How It's Used	Shows where in the check-in/check-out/transit process an item
Masked by Library System?	No
Shared?	Yes. Please try to use existing statuses as much as possible.
Who Can Update List	Global System Administrator
Where List is Updated	Server Settings > Copy Statuses
Where Staff Views List	On Item status page when barcode scanned
Where Patrons View	If status marked OPAC Visible, patron sees in copy information g

Status	Holdable?	OPAC Visible?	Notes
Available	Y	Y	
Bindery	N	N	
Cataloging	N	N	
Checked out	Y	Y	
Claims Returned	N	N	
Damaged	N	N	
Discard/Weed	N	N	
ILL	Y	N	
In process	Y	Y	
In transit	Y	Y	
Lease Return	N	N	
Long Overdue	N	N	
Lost	N	N	
Missing	N	N	
Non-Circulating	N	Y	
On holds shelf	Y	Y	
On Order	Y	Y	
On order-Not Holdable	N	N	
Repair	N	N	
Reserves	N	N	
Reshelving	Y	Y	
Restricted	N	N	
Storage	Y	Y	
Storytime	N	Y	
Trace	N	Y	

Location-Collection Codes

How It's Used	Location/Collection Code shows where in a library building a book is normally shelved.
Masked by Library System?	Yes. Can be masked by library building.
Shared?	No
Who Can Update List	Local System Administrator
Where List is Updated	Admin drop-down field > Local System Administrator > Copy Locations Editor
Where Staff Views List	Copy Editor Screen > Location/Collection drop-down field
Where Patrons View	Patron sees when they click Details for a particular item within the copy information grid within OPAC
Examples	SC Collection
	Large Print
	Juvenile Fiction
	YA
	New Fiction

Non Cataloged Items

How It's Used	Non Cataloged Items let staff check out non-cataloged, non-barcoded items to patrons. Used often for paperbacks, magazines, and newspapers. Allows reports to be run to track usage. Items automatically disappear from a patron's record on the due date. No staff intervention required.
Masked by Library System?	Yes
Shared?	No
Who Can Update List	Local System Administrator
Where List is Updated	Admin drop-down field > Local System Administrator > Non Cataloged Types Editor
Where Staff Views List	Check Out Screen > Drop-down field directly under the Check Out label.
Where Patrons View	Patron does not see
Examples Only:	Magazines
	Paperbacks
	Newspapers